



PARKS & FACILITY USE PERMIT APPLICATION

Recreation Division

EVENT INFORMATION

<input type="checkbox"/> Oakley Recreation Buildings	<input type="checkbox"/> Park Rental: _____	<input type="checkbox"/> Picnic Area
		<input type="checkbox"/> Sports Area
Date Submitted: _____	Event Date: _____	
Event Name: _____	Start Time: _____	
Estimated Attendance: _____	End Time: _____	

CONTACT INFORMATION

Name/ Organization:			
Address:			
Email Address:			
Main Contact:		Phone Number:	
Secondary Contact:		Phone Number:	

PAYMENT INFORMATION

A \$150 deposit is required, at time of reservation. The rental fee is due a minimum of **five** days before the rental. The fee may be paid by cash, VISA, MasterCard, check or money order. The deposit will be refunded upon satisfactory inspection and may take up to 3 weeks to process. Cancellations occurring 5 business days or more will be refunded 100% of fees and deposit, cancellations occurring 4 business days or less will forfeit all hourly fees but will receive a full refund of the deposit (in the case you have not paid the hourly rate your hourly rate will be deducted from the deposit before refund).

Total # of Hours:		Total Fee Due:	
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Waiver, Release and Indemnity Agreement:
 The person signing this Agreement warrants that he/she has the authority to execute this Agreement or on behalf of the Organization/Group and that he/she or the Organization/Group will be bound to the terms of this Agreement by such signature. I hereby understand this application is to request usage of a Park and/or Facility to certify and accept personal responsibility (or on behalf of my Organization/Group) for damage sustained and/or cost incurred by the City of Oakley because of the occupancy of said premises by myself or my Organization/Group. I, or my Organization/Group, agree to fully reimburse the City of Oakley for any damage arising from the use of said Park and/or Facility, and costs and/or attorneys' fees, if any, incurred in collection. I have received, read and fully understand the rules, regulations and policies for use of the Park and/or Facility. I agree to abide by, inform my Organization/Group, and enforce the rules, regulations and policies of the City of Oakley governing the use of the Park and/or Facility including the Parks and Facilities Usage Policy. I understand and agree that failure to abide by the rules, regulations and policies of the City of Oakley shall result in the immediate loss of privileges of use of the Park and/or Facility and/or privileges for future use. I also agree to hold the City of Oakley, its officers, employees, the individual members thereof, agents, and volunteers, harmless from any damage, liability, cost or legal expense that may arise during or be caused in any way by such use or occupancy of the Park and/or Facility. I agree that this Waiver, Release and Indemnity Agreement is binding on my heirs and assigns. I further understand that this request may be denied per the Oakley Municipal Code Title 5.

Applicant Signature: _____	Date _____
Staff Signature: _____	Date _____
Approve: <input type="checkbox"/>	Deny: <input type="checkbox"/>

FOR OFFICE USE ONLY

Deposit Fee Due:	\$150	Date Paid: _____	Received By: _____
Rental Fee Due:		Date Paid: _____	Received By: _____
Insurance Required:	Yes No	Date Received: _____	Received By: _____



DEPOSIT ACKNOWLEDGMENT

The requirements below must be followed; if you/your party are not in compliance your ENTIRE deposit will be forfeited.

INDOOR FACILITIES

Read and initial all items if you are renting an indoor space.

Renters are expected to leave the facility as clean as they found it.	
No alcohol is permitted in indoor facilities.	
No staples, push pins, or nails can be used only blue painters tape is permitted.	
Empty trash into one of the large green totes and replace the trash liners.	
Wipe down any sticky tables before storing them away in the closet.	
Spot mop any spills. A mop/bucket is located in the men's restroom for your convenience. If you use the mop/bucket, please empty the dirty water.	
Restrooms- You are not expected to clean the restrooms, but pick up any trash on the floors & wipe down the counters.	
Cleaning supplies are available for use.	
Renters are not permitted to hang piñatas in or around indoor facilities.	
No open flames, sterno or reheating of food is permitted on site.	

OUTDOOR FACILITIES

Read and initial all items if you are renting the amphitheater, picnic area or sports field.

Renters with jumpers must use a company with insurance on-file with the City. A list is available. Access to power is not provided.	
No alcohol is permitted without proof of ABC License.	
Renters are responsible to haul any trash that does not fit in the provided receptacles and haul it away.	
No staples, push pins, duct tape or nails can be used ONLY blue painters tape is permitted.	
Piñatas are PROHIBITED.	
No personal barbeques are permitted.	

INDOOR FACILITY PRE-RENTAL INSPECTION

Please note any pre-existing damage to the facility: _____

Staff Signature: _____

Renter Signature: _____

INDOOR FACILITY POST RENTAL INSPECTION

Trash cans emptied:	<input type="checkbox"/>	Chairs folded/stacked:	<input type="checkbox"/>
Decorations removed:	<input type="checkbox"/>	Tables folded/stacked:	<input type="checkbox"/>
Floors vacuumed/swept:	<input type="checkbox"/>	Restrooms cleaned:	<input type="checkbox"/>
Walls cleaned:	<input type="checkbox"/>		<input type="checkbox"/>

Note any damage to the premises: _____

Staff Signature: _____ Date: _____

Renter Signature: _____ Date: _____